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Biospecimen Research Database 2.0 User's Guide

3 - Curate for the Biospecimen Research Database

This page explains how to add scientific papers to the Biospecimen Research Database and use metadata to make it easier for researchers to find a particular paper of interest. It includes the following topics:

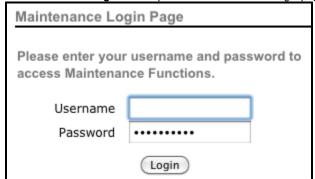
- Log in as a Curator
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 - Add and Edit Biospecimen Types
 - Add and Edit Biospecimen Locations
 - Add and Edit Technology Platforms
 - Add and Edit Document Statuses
- Map Database Values
 - Map an Analyte to Technology Platforms
 - Map Technology Platforms to Experimental Factors
 - Map Biospecimen Types to Biospecimen Locations
- Refresh Cache
- Show and Hide Protocols
- Add Users and Roles

Log in as a Curator

Once you log in you can access all of the administrative and maintenance functions of the Biospecimen Research Database application that you have been authorized to use.

To log in as a curator to the Biospecimen Research Database

- 1. Go to the Biospecimen Research Database home page.
- 2. Click the Curator Login menu option. The Maintenance Login page appears.



3. Enter your username and password and then click Login. The BRN System Code Maintenance page appears.

BRN System Code Maintenance

Search

Add Published Paper

Add Unpublished Paper

Add Protocol

Manage Suggested Papers

Orphan Papers

Add/Edit Experimental Factors

Add/Edit Biospecimen Types

Add/Edit Biospecimen Locations

Add/Edit Technology Platforms

Add/Edit Document Statuses

Map Analyte to Technology Platforms

Map Technology Platforms to Experimental Factors

Map Biospecimen Types to Biospecimen Locations

Refresh Cache

Show Protocols

Add Users /Roles



Note

For username and password assignments or any problems with logging in, contact biospecimens@mail.nih.gov.

Curation Tips

Curators should read the "materials and methods" section of a paper as part of a pre-screening strategy to see if the paper sufficiently describes the various ways that biospecimens are collected, processed, and stored.

Curators should focus on reporting the hypotheses, methods, and results of a paper, as opposed to evaluating the paper.

Only studies that pertain to biospecimen science should be included in the database.

Curators must confirm the correct spelling of their entries.

Add and Edit Published Papers

Add Published Papers

To add published papers

- 1. Log in to the Biospecimen Research Database.
- 2. Click Add Published Paper. The Add/Edit Published Paper page appears.

Add/Edit Published Paper		
PubMed ID:	Import Paper Data FromPubMed	
*Paper Title:		
*Author(s):	Manage Authors	
Journal:		
Publication Yr:		
Volume:		
Page Number:		
Purpose of Paper:		
Conclusion of Paper:		
Check this box if this is a review paper		
Status	Complete [BPB] (Pu▼	
*Entry Required		
Save	Add Study to Paper Delete Paper Cancel	

- 3. If available, add the paper's PubMed ID and then click the **Import Paper Data from PubMed** button. Information from PubMed automatically populates the following fields: paper title, author(s), journal name, publication year, volume, and page number.
- 4. If PubMed is not available, add information about the published paper such as Journal, Publication Year, Volume, and Page Number.

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Note

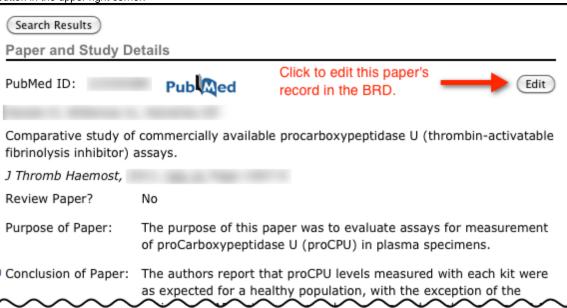
Use the standard PubMed abbreviation for Journal.

- 5. In the Paper Title field, enter the paper's full title.
- 6. Click **Manage Authors**. The Select Paper Authors page appears.
 - a. Search for the author's name by scrolling the Available Authors list. If the author appears in that list, select the name and click **Add**. The author's name moves to the Paper Authors list.
 - b. If a paper author does not yet appear in the Available Authors list, enter the author's name in the Add New Author area of the page. Click **Save**. The author's name appears in the Paper Authors list.
 - c. Click Back to return to the Add/Edit Published Paper page.
- 7. After reviewing the paper, complete the Purpose of Paper and Conclusion of Paper fields. Since this information may not be obvious from the title or abstract, provide as much detail into these fields as possible.
- 8. If the paper is a review paper, check the box at the bottom of the page.
- 9. Select the appropriate Paper Status field from the list. Note that to view papers with an *In progress* status, users must be logged in, while the public can view papers with a *Complete* status.
- 10. Click Save. A confirmation message appears asking if you are sure you want to add or update this paper.
- 11. Click **OK**. The message *createPaperSuccess* appears at the top of the page.
- 12. Add associated studies to the paper by clicking Add Study to Paper. See Manage Study Entries for more information.

Edit Published Paper Entries

To edit published paper entries

- 1. Log in to the Biospecimen Research Database.
- 2. Search for the published paper you want to edit. For more information on searching the database, see Search Overview. The Search Results page appears.
- 3. Select the paper that you want to edit. If you have the privilege to edit the paper, the Paper and Study Details page appears with an Edit button in the upper right corner.



4. Click **Edit**. The Add/<u>Edit Published Paper page appears showing the paper's editable fields.</u> Add/Edit Published Paper PubMed ID: Import Paper Data FromPubMed *Paper Title: *Author(s): Manage Authors Journal: Publication Yr: 2011 Volume: 1407-9 Page Number: Purpose of Paper: The purpose of this paper was to evaluate assays for measurement of proCarboxypeptidase U (proCPU) in plasma specimens. Conclusion of Paper: The authors report that proCPU levels measured with each kit were as expected for a healthy population, with the exception of the Actichrom TAFI activity assay which measured levels that were 3.5 fold higher than expected. There was a strong association of genotype with proCPU ٧ levels using all kits, but using the Visulize TAFI, Imuclone Check this box if this is a review paper Complete (SRG) Status

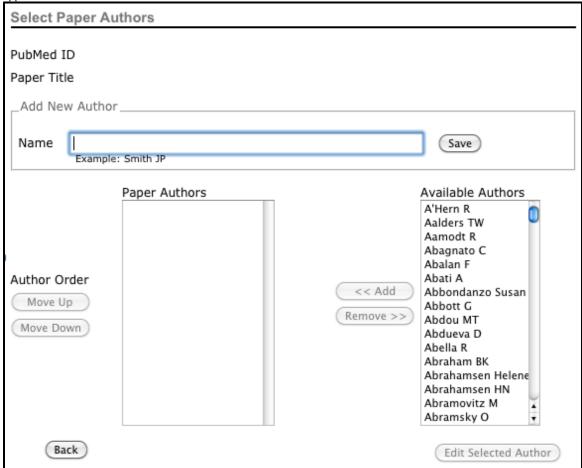
- Edit any field on the page as needed. For more information on providing information in the Add/Edit Published Paper page, see Add Published Papers.
- 6. Click Save. A confirmation message appears asking if you are sure you want to add or update this paper.
- 7. Click **OK**. The message *updatePaperSuccess* appears at the top of the page.

Manage Paper Authors

When you add papers to the Biospecimen Research Database, you must select authors from a list. As curator you can manage this list by adding new authors or correcting the spelling of author names.

To manage paper authors

- 1. Log in to the Biospecimen Research Database.
- 2. Add or edit a published or unpublished paper. For more information, see Add and Edit Published Papers and Add and Editing Unpublished Papers.
- From the Add/Edit Published Paper or Add/Edit Unpublished Paper page, click Manage Authors. The Select Paper Authors page appears.



- 4. Search for the author's name by scrolling the Available Authors list. If the author appears in that list, select the name and click **Add**. The author's name moves to the Paper Authors list.
 - If a paper author does not yet appear in the Available Authors list, enter the author's name in the Add New Author area of the page. Click **Save**. The author's name appears in the Paper Authors list.
 - If the name of a paper author in the list is spelled incorrectly, select the name in the Available Authors list and then click Edit
 Selected Author. The Edit Author area appears below the list. In the Name field, enter the author's name and then click Save.
 The corrected name appears immediately in the Available Authors list. The message updateAuthorSuccess appears at the top of
 the page.
- 5. Click Back to return to your starting page.

Add and Edit Unpublished Papers

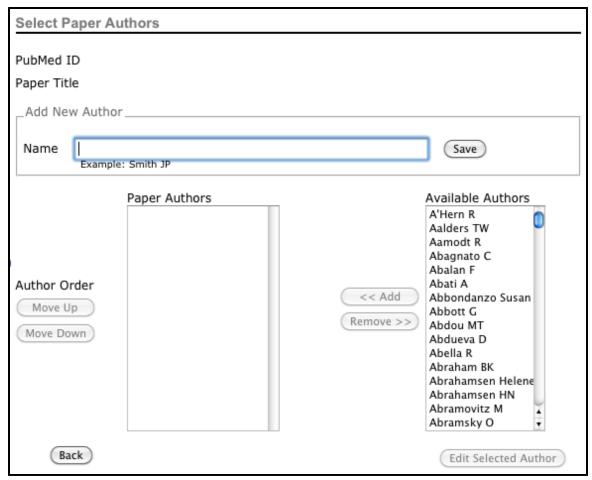
Add Unpublished Papers

To add unpublished papers

Log in to the Biospecimen Research Database.
 Click Add Unpublished Paper. The Add/Edit United States

	r. The Add/Edit Unpublished Pap	bei page appears.
Add/Edit UnPublishe	ed Paper	
*Paper Title:		
*Author(s):		Manage Authors
PDF:		
		Browse load PDF
Paper Date:	(dd-mmm-yyyy)	
Purpose of Paper:	(44-1111111-47777)	
Conclusion of Paper:		
Status	Complete [BPB] : 💠	
*Entry Required		
Save		Add Study to Paper Delete Paper Cancel
Studies		

- In the Paper Title field, enter the paper's full title.
 Click Manage Authors. The Select Paper Authors page appears.



- a. Search for the author's name by scrolling the Available Authors list. If the author appears in that list, select the name and click **Add**. The author's name moves to the Paper Authors list.
- b. If a paper author does not yet appear in the Available Authors list, enter the author's name in the Add New Author area of the page. Click **Save**. The author's name appears in the Paper Authors list.
- c. Click Back to return to the Add/Edit Unpublished Paper page.
- If possible, upload the paper in Portable Document Format (PDF) to the Biospecimen Research Database by clicking Browse, locating the file, and then clicking Load PDF.
- 6. Add other information about the published paper such as the Paper Date (in ddmmm-yyyy format), Purpose of Paper, and Conclusion of Paper.
- 7. Click Save. A message appears asking you to confirm the addition of the paper.
- 8. Click **OK**. If the paper is added to the database successfully, the message *createPaperSuccess* appears in red at the top of the page.
- 9. If you want to add associated studies to this paper, click Add Study to Paper. See Manage Study Entries for more information.

Edit Unpublished Paper Entries

To edit unpublished paper entries

- 1. Log in to the Biospecimen Research Database.
- 2. Search for the unpublished paper you want to edit. For more information on searching, see Search Overview. The Search Results page appears.
- 3. Select the paper that you want to edit. If you have the privilege to edit the paper, the Paper and Study Details page appears with an Edit button in the upper right corner.
- 4. Click Edit. The Add/Edit Unpublished Paper page appears showing the paper's editable fields.
- 5. Edit any field on the page as needed. For more information on providing information in the Add/Edit Unpublished Paper page, see Add Unpublished Papers.
- 6. Click Save. A confirmation message appears asking if you are sure you want to add or update this paper.
- 7. Click **OK**. The message *updatePaperSuccess* appears at the top of the page.

Add Protocol

Manage Suggested Papers

Find Orphaned Papers

Manage Study Entries

Once you add a paper to the Biospecimen Research Database, you can add studies to it and also edit those study entries.



Note

Mention genes relevant to the studies in the Study Purpose and Summary of Findings fields.

Add Studies to Papers

To add studies to papers

- 1. Log in to the Biospecimen Research Database.
- Add or edit a published or unpublished paper. For more information, see Add and Edit Published Papers and Add and Edit Unpublished Papers.
- 3. From the Add/Edit Unpublished Paper or Add/Edit Published Paper page, click Add Study to Paper. The Add/Edit Study page appears.
- 4. Enter text in the Study Purpose box (required).
- 5. In the Specimen section, select a Biospecimen Type (required), Biospecimen Location (required), and Preservative Type.
- 6. In the Diagnoses section, select a diagnosis. While it is not an exhaustive list of every human disease, this list contains many of the most common diagnoses. If the accurate diagnosis is not present in the list, select "Other diagnoses". For a Neoplastic diagnosis, select a diagnosis subcategory. For more information about selecting a diagnosis subcategory, see Match Tumor Types to Diagnosis Subcategories.



Note

Note that the adjacent nontumor tissue appears under the diagnosis neoplastic and the diagnosis subcategory of normal adjacent.

7. Click Add Diagnosis.



Note

To delete a diagnosis you have entered (for example, you chose a third diagnosis when only the first two were relevant to the paper), in the Diagnoses Entered area, select the checkbox in the Remove column for that diagnosis and then click **Remove Selected Diagnosis**.

8. In the Platforms section, select an analyte and companion technology platform. Repeat as often as necessary for the study.



Note

Each analyte has a different subset of available technology platforms. It is possible that different analytes may share the same technology platform. Also, the available technology platforms are managed through mapping. See Map an Analyte to Technology Platforms for more information.

- 9. Click Add Technology Platform.
- 10. For each experimental factor that the study investigated, repeat the following procedure:
 - a. Select a factor classification.
 - b. Select a factor. Available factors are determined by the factor classification.
 - c. Select the appropriate value from the predefined list of permissible values. If you do not see the value in the list, click **Add new value** and enter the value's name and its description. Note that an experimental factor can contain either permissible values or custom values, but not both. You must always manually enter experimental factors with custom values.



Note

For custom values, use the standard abbreviations in the International System of Units (SI Units) and the standard abbreviations outside the SI, such as minutes.

- d. Click Add Experimental Factor.
- 11. Enter text in the Summary of Findings box.
- 12. Click Save. A message appears asking you to confirm the addition of the study.
- 13. Click **OK**. If the study is added to the paper successfully, the message createStudySuccess appears in red at the top of the page.



Note

To continue adding more studies to the current paper, click Create New Study for Current Paper.

Match Tumor Types to Diagnosis Subcategories

When adding studies to papers, curators must assign accurate diagnoses and diagnosis subcategories, as necessary. When a paper uses tumor specimens and you select the diagnosis Neoplastic, which subcategory to choose may not always be obvious. For example, a paper may use glioblastoma multiforme biospecimens, a type of carcinoma.

The following table presents some of the more common cancer diagnoses that curators may assign to studies, definitions of those diagnoses, and links to their subcategories. If the diagnosis you are looking for is not included in this table, an online search might help you decide which diagnosis to choose.

Tumor Type (Diagnosis)	Definition and Link to Diagnosis Subcategories
Carcinoma	Cancer that begins in the skin or in tissues that line or cover internal organs. See specific types.
Germ cell	A type of tumor that begins in the cells that give rise to sperm or eggs. Germ cell tumors can occur almost anywhere in the body and can be either benign or malignant. See specific types.
Leukemia	Cancer that starts in blood-forming tissue such as the bone marrow and causes large numbers of blood cells to be produced and enter the bloodstream. See specific types.
Lymphoma	Cancer that begins in cells of the immune system. There are two basic categories of lymphomas: Hodgkin lymphoma and non-Hodgkin lymphomas. See specific types.
Melanoma	A form of cancer that begins in melanocytes (cells that make the pigment melanin). It may begin in a mole (skin melanoma), but can also begin in other pigmented tissues, such as in the eye or in the intestines. See specific types.
Pediatric	Having to do with children. See specific types.
Sarcoma	A cancer of the bone, cartilage, fat, muscle, blood vessels, or other connective or supportive tissue. See specific types.

Edit Study Entries

You can edit studies you have curated.

To edit study entries

- 1. Search for a study.
- 2. On the Search Results page, select the study you want to edit by clicking the author link. If you have the privilege to edit the paper, the Paper and Study Details page appears with an Edit button in the upper right corner.
- 3. Scroll down the page to the Studies area. Click the **Detail** link for the study you want to edit. If you have the privilege to edit the paper, the Study Details page appears with an Edit button in the upper right corner.
- 4. Click Edit. The Add/Edit Study page appears.
- 5. Change any of the information associated with the paper on this page. Refer to Manage Study Entries for more information.
- 6. Click Save. A message appears asking you to confirm your edits.
- 7. Click **OK**. If your edits were incorporated into the study's entry successfully, the message *updateStudySuccess* appears in red at the top of the page.

Delete Study Entries

You can delete studies you have curated.

To delete study entries

- 1. Search for a study.
- 2. On the Search Results page, select the study you want to delete by clicking the author link. The Paper and Study Details page appears.
- 3. Click **Edit** in the upper-right corner. The Add/Edit Published Paper page appears.
- 4. Scroll down the page to the Studies area. Click the Detail link for the study you want to edit. The Study Details page appears.
- 5. Click Edit in the upper-right corner. The Add/Edit Study page appears.
- 6. Scroll to the end of the page and click **Delete Study**.
- 7. Click Save. A message appears asking you to confirm the deletion.
- 8. Click OK. If you successfully deleted the study, the message deleteStudySuccess appears in red at the top of the page.

Add and Edit Database Values

Experimental factors, biospecimen types, biospecimen locations, and technology platforms are all managed for common use by studies in the Biospecimen Research Database. Curators can add and edit them.



Note

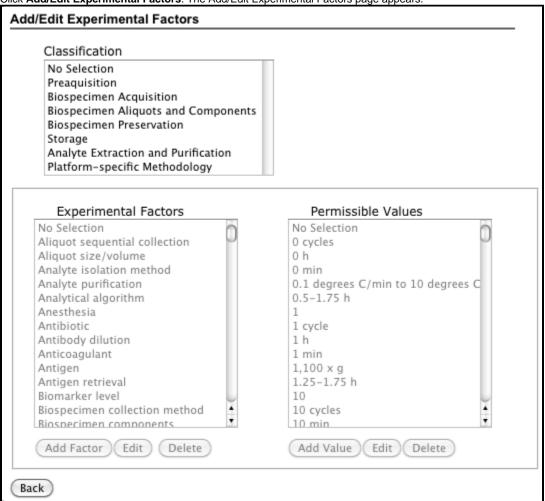
The database values included in this section are the only ones curators should modify. If you would like to make changes to any other values, contact biospecimens@mail.nih.gov.

Add and Edit Experimental Factors

Curators can add and edit the experimental factors that the Biospecimen Research Database makes available to all studies. When adding an experimental value, use the standard abbreviations in the International System of Units (SI Units) and the standard abbreviations outside the SI, such as "min" for minutes.

To add an experimental factor

- 1. Log in to the Biospecimen Research Database.
- 2. Click Add/Edit Experimental Factors. The Add/Edit Experimental Factors page appears.

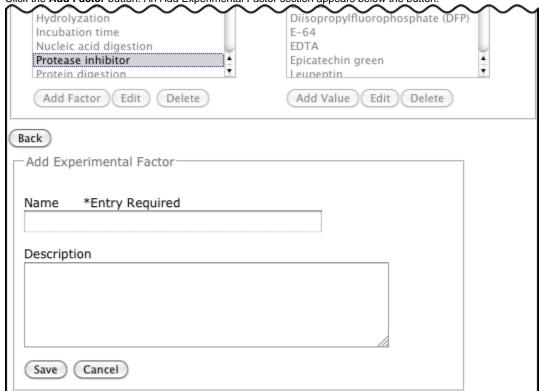


3. Select a classification for the experimental factor by highlighting it in the Classification list. Options include:

Classification	Explanation
Preacquisistion	Refers to factors that apply to the biospecimen prior to its removal from the patient.
Biospecimen Acquisition	Refers to factors that apply to the biospecimen during the acquisition process.

Biospecimen Aliquots and Components	Refers to factors that pertain to derivatives of the procured biospecimen or the process implemented to obtain them.
Biospecimen Preservation	Refers to factors that apply to the biospecimen during biologic stabilization.
Storage	Refers to factors related to storage of the procured biospecimen or its derivatives.
Analyte Extraction and Purification	Refers to factors that apply to isolation and purification of a specific analyte from a procured biospecimen or its derivatives.
Platform-specific Methodology	Refers to factors that are both associated with a technological method and affected by a preanalytical variable. For example, the success of in situ hybridization in differentially preserved biospecimens is dependent upon the type of probe used.

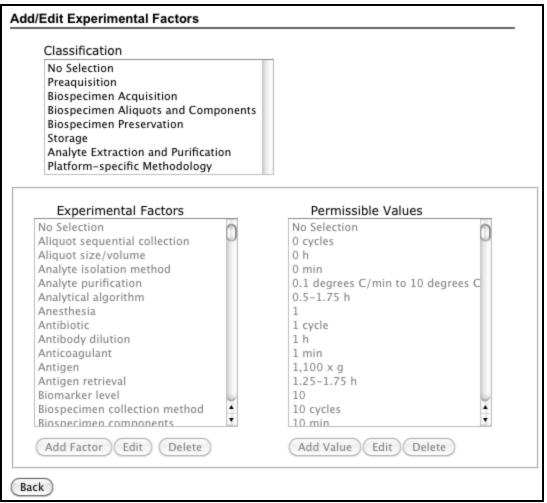
4. Click the Add Factor button. An Add Experimental Factor section appears below the button.



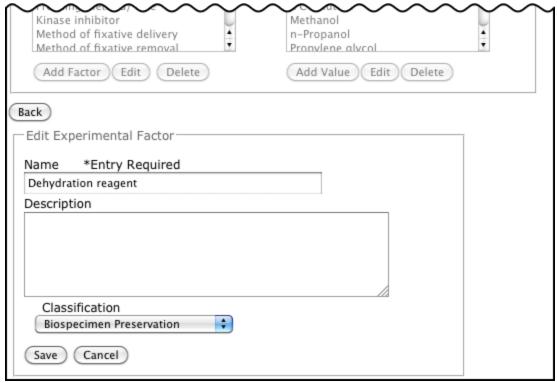
- 5. Enter a name (required) and description (optional) for the new experimental factor in the relevant fields.
- 6. Click **Save**. The new factor appears in the Experimental Factors list and the *Added new ExperimentalFactor [Name]* message appears at the top of the page.

To edit an experimental factor

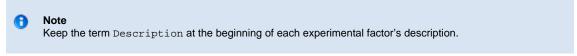
- 1. Log in to the Biospecimen Research Database.
- 2. Click Add/Edit Experimental Factors. The Add/Edit Experimental Factors page appears.



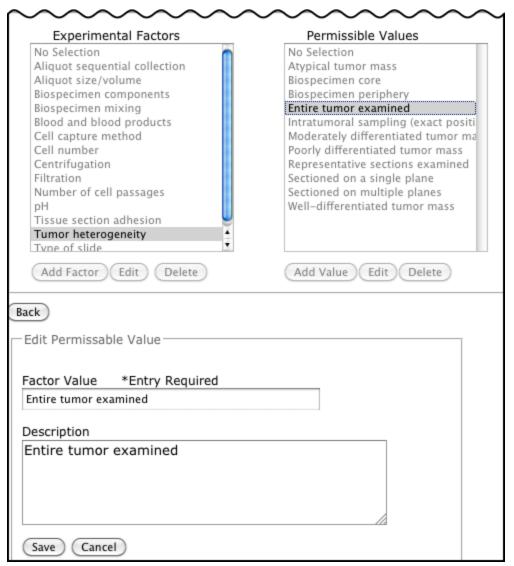
- 3. To edit an experimental factor, select a classification for the experimental factor you want to edit. For more information on classifications, see Add and Edit Experimental Factors.
 - a. From the Experimental Factors list, select an experimental factor by highlighting it. The Edit button becomes active.
 - b. Click **Edit**. An Edit Experimental Factor section appears at the bottom of the page.



c. Change the experimental factor's name, description, and classification as needed.



- d. Click Save. If your edit is successful, the message Edited Experimental Factor appears at the top of the page.
- 4. To edit an experimental factor's permissible values, which appear in the Permissible Values list on the right, select an experimental factor, and then select the value you want to change.
 - a. Click the Edit button below the list. An Edit Permissible Values section appears at the bottom of the page.



b. Change the permissible value's name and description as needed.



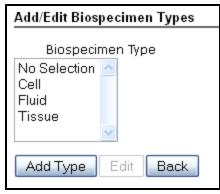
c. Click Save. If your edit is successful, the message Edited Permissible Value appears at the top of the page.

Add and Edit Biospecimen Types

Curators can add and edit the biospecimen types that the Biospecimen Research Database makes available for all studies.

To add a biospecimen type

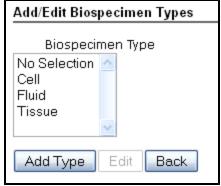
- 1. Log in to the Biospecimen Research Database.
- 2. Click Add/Edit Biospecimen Types. The Add/Edit Biospecimen Types page appears.



- 3. Click Add Type. The Add Biospecimen Type section appears at the bottom of the page.
- 4. Enter a name for the new biospecimen type. This entry is required.
- 5. Enter a description for the new biospecimen type.
- 6. Click Save. The new biospecimen type appears in the Biospecimen Type list.

To edit a biospecimen type

- 1. Log in to the Biospecimen Research Database.
- 2. Click Add/Edit Biospecimen Types. The Add/Edit Biospecimen Types page appears.



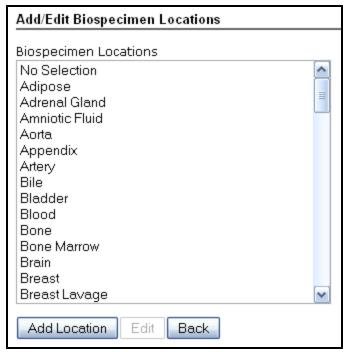
- 3. Select the biospecimen type you want to edit. The Edit button becomes active.
- 4. Click **Edit**. The Edit Biospecimen Type section appears at the bottom of the page.
- 5. Change the biospecimen type's name and description as needed.
- 6. Click **Save**. The edited biospecimen type appears in the Biospecimen Type list.

Add and Edit Biospecimen Locations

Curators can add and edit the biospecimen locations that the Biospecimen Research Database makes available for all studies.

To add a biospecimen location

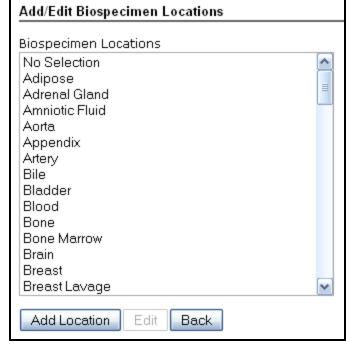
- 1. Log in to the Biospecimen Research Database.
- 2. Click Add/Edit Biospecimen Locations. The Add/Edit Biospecimen Locations page appears.



- 3. Click Add Location. The Add Biospecimen Locations section appears at the bottom of the page.
- 4. Enter a name for the new biospecimen location. This entry is required.
- 5. Enter a description for the new biospecimen location.
- 6. Click Save. The new biospecimen location appears in the Biospecimen Location list.

To edit a biospecimen location

- 1. Log in to the Biospecimen Research Database.
- 2. Click Add/Edit Biospecimen Locations. The Add/Edit Biospecimen Locations page appears.



- 3. Select a biospecimen location. The Edit button becomes active.
- 4. Click Edit. The Edit Biospecimen Location section appears at the bottom of the page.
- 5. Change the biospecimen location's name and description as needed.
- 6. Click Save. The edited biospecimen location appears in the Biospecimen Locations list

Add and Edit Technology Platforms

Curators can add and edit the technology platforms that the Biospecimen Research Database makes available for all studies.

To add a technology platform

- 1. Log in to the Biospecimen Research Database.
- 2. Click Add/Edit Technology Platform. The Add/Edit Technology Platforms page appears.



- 3. Click Add Tech Platform. The Add Technology Platform section appears below that button.
- 4. Enter a name for the new technology platform. This entry is required.
- 5. Enter a description for the new technology platform.
- 6. Click **Save**. The new technology platform appears in the Technology Platform list.

To edit a technology platform

- 1. Log in to the Biospecimen Research Database.
- 2. Click Add/Edit Technology Platform. The Add/Edit Technology Platform page appears.



- 3. Select a technology platform. The Edit button becomes active.
- 4. Click Edit. The Edit Technology Platform section appears at the bottom of the page.
- 5. Change the technology platform's name and description as needed.
- 6. Click **Save**. The edited technology platform appears in the Technology Platform list.

Add and Edit Document Statuses

Map Database Values

Maps that you create between database values allow curators to ensure that the appropriate associations are made between items that are only relevant to particular factors.

Map an Analyte to Technology Platforms

You must associate a technology platform with the analyte upon which it acts. For example, Southern Blots are used to assay DNA, therefore you would map the Southern Blot platform to DNA rather than RNA, protein, or any other analyte.

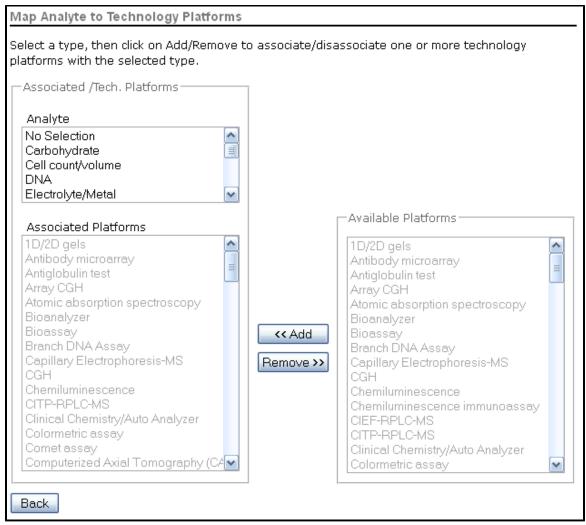


Note

You can map the same technology platform to different analytes.

To map an analyte to technology platforms

- 1. Log in to the Biospecimen Research Database.
- 2. Click Map Analyte to Technology Platforms. The Map Analyte to Technology Platforms page appears.



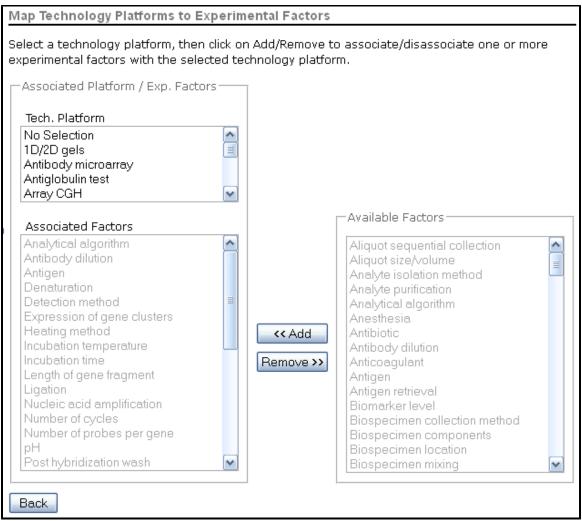
- 3. From the Analyte list, select an analyte by highlighting it.
- 4. Move all of the technology platforms that should be associated with the selected analyte to the Associated Platforms list. If a technology platform you want to select is in the Available Platforms list, select it and click **Add**.
- If a technology platform that should not be associated with the selected analyte is in the Associated Platforms list, select it and click
 Remove to move it to the Available Platforms list. The change in mapping takes effect immediately. To return to the BRN System Code
 Maintenance page, click Back.

Map Technology Platforms to Experimental Factors

You must associate an experimental factor classified as Platform-specific methodology to a technology platform. For example, in Enzyme-Linked ImmunoSorbent Assays (ELISA), one technician might slam the 96-well plate on the counter to clear it of residue while another technician might not. In this case, the experimental factor "slam: yes or no" would be specific to the ELISA platform.

To map technology platforms to experimental factors

- 1. Log in to the Biospecimen Research Database.
- 2. Click Map Technology Platforms to Experimental Factors. The Map Technology Platforms to Experimental Factors page appears.



- 3. From the Tech. Platform list, select a technology platform by highlighting it.
- 4. Move all of the experimental factors that should be associated with the selected technology platform to the Associated Factors list. If an experimental factor you want to select is in the Available Factors list, select it and click **Add**.
- 5. If an experimental factor that should not be associated with the selected technology platform is in the Associated Factors list, select it and click **Remove** to move it to the Available Factors list.

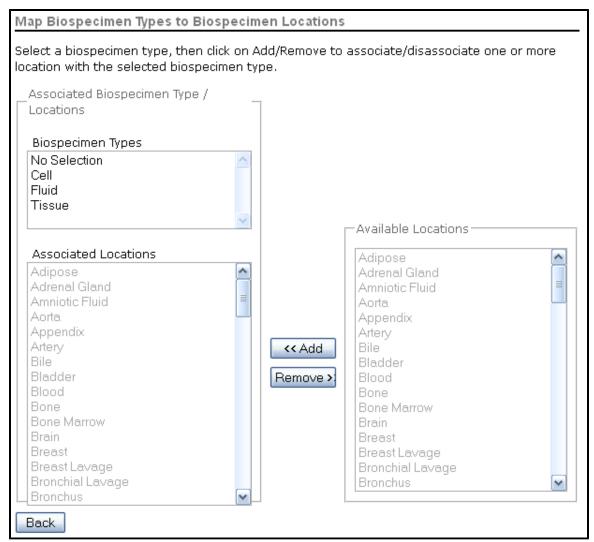
The change in mapping takes effect immediately. To return to the BRN System Code Maintenance page, click Back.

Map Biospecimen Types to Biospecimen Locations

Mapping biospecimen types with biospecimen locations makes it possible to associate this information with studies you curate.

To map biospecimen types to biospecimen locations

- 1. Log in to the Biospecimen Research Database. For more information, see Log in as a Curator.
- 2. Click Map Biospecimen Types to Biospecimen Locations. The Map Biospecimen Types to Biospecimen Locations page appears.



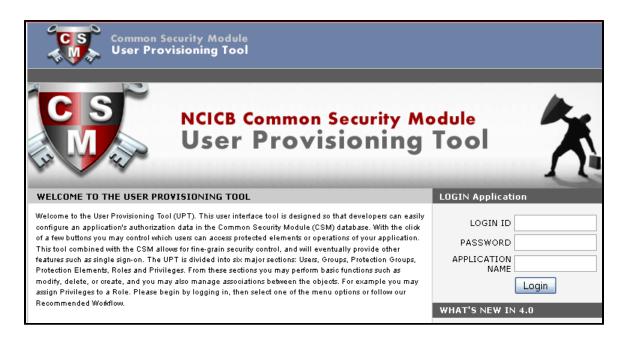
- 3. From the Biospecimen Types list, select a biospecimen type by highlighting it.
- 4. Move all of the biospecimen locations that should be associated with the selected biospecimen type to the Associated Locations list. If a biospecimen location you want to select is in the Available Locations list, select it and click **Add**.
- 5. If a biospecimen location that should not be associated with the selected biospecimen type is in the Associated Locations list, select it and click **Remove** to move it to the Available Locations list. The change in mapping takes effect immediately. To return to the BRN System Code Maintenance page, click **Back**.

Refresh Cache

Show and Hide Protocols

Add Users and Roles

The Biospecimen Research Database uses the CBIIT Common Security Module (CSM) User Provisioning Tool to manage users and roles. For full documentation of these tasks, see the "Using the User Provisioning Tool" section of the caCORE CSM Programmer's Guide.



2 - Search the Biospecimen Research Database

Biospecimen Research Database 2.0 User's Guide